RepTime Services – Catalog Formatting

Need more assistance on formatting price sheets for your Agency?

Dear RepTime Customer,

We hope you've been enjoying the RepTime system. We've added on a great service to help resolve a growing issue for all our rep agencies across the country. We understand that many of you are receiving catalogs from your manufacturers and you want to import that information into RepTime to create your orders electronically. *But there isn't enough time in the day to format price sheets…let's face it we all want to focus on what we do best…which is selling!!* However, catalog formatting is an important task and must be handled with accuracy and reliability. We realize this importance and therefore have formed a professional data-import team to facilitate a "**Catalog Formatting Service**." We are geared up to help you expedite and streamline this process for your agency.

We offer this service to all RepTime agencies that are in need of extra assistance in formatting your catalogs to import into your system. There are a few important things that must be obtained in order for the process to go smoothly.

Take the moment to review the information below to see how you can start using this great service for your agency.

- You must contact RepTime first to receive "**approval**" to activate this service.
  >> Simply email request@reptime.com with a request to enable using this Catalog Formatting Service.
  Sample Email: "*Please enable my agency with the catalog formatting service. I understand the costs and agree to the terms.*
  Offer your Company Name, Contact Name, Phone, and Email Address. Our accounting office will contact you to get the payment method set up.

- The cost for catalog formatting is **$12 per price sheet.**
- **Startup time** to begin service is approximately 24 to 36 hours.
- **Normal turnaround time** for a file cleanup is 24 to 36 hours & the Rep Group is responsible for importing the file into RepTime. Remember we are only offering service for formatting and cleaning up the excel file only.
- In the event that you **need this catalog ASAP**, it can be formatted within 3 - 4 hours of submission, with an additional $12 charge.

Once you've received approval from us …you can begin by emailing **catalogs@reptime.com** the price sheets for formatting. **You must follow the steps on the next page to start.**

RepTime is available to discuss any of these processes in more detail. We recommend a conference call to discuss any agency related questions, however, if you have any minor questions or concerns; feel free to email RepTime or call us at 214-746-3681.

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Requirements to using the Catalog Formatting Sere

To begin using this service, you must have an Excel Price Sheet from your manufacturer. In RepTime you have the ability to import these price sheet items, and use them as line items in orders. The price sheets must be in Excel File format only. This is crucial for our Data Formatting Team to successfully convert catalogs for RepTime. Price Lists sent in to RepTime in file types other than Excel will be subject to price increases.

Follow the steps below **PRECISELY** to ensure fast turnaround for your catalog formatting.

1) Now that you are ready…begin creating an email to send to catalogs@reptime.com

2) In the subject line put in **"YOUR REP GROUP NAME – MFG Name"**

3) In the body of the email put the following information…
   a. **Rep Agency Name and Contact**
   b. **Name of Manufacturer of the File**
   c. **Time frame of needing the file back. Normal or Urgent** *(Urgent turnaround will be $12 extra)*
   d. **Any Extra information you may need for us to know about the file.**

4) **Attach your price sheet given by the manufacturer and send your email.**
   >> MAKE SURE THAT THE ATTACHMENT HAS THE FIVE (5) NEEDED COLUMNS BEFORE SENDING.
   The first FIVE (A-E) fields are REQUIRED* for a successful import…

Column A*	Catalog Number:	*The item number of the product.* *(Must be unique, duplicates will not import)*
Column B*	Description:	*Brief information about the product. Must be under 500 characters.*
Column C*	Unit Price:	*The individual price of the product.* *(In absence, $0.00 will be used)*
Column D*	Unit Qty:	*The number of units given for the unit price.* *(In absence, 1 will be used)*
Column E*	Minimum:	*The Minimum Order Quantity.* *(In absence, 1 will be used)*
Column F	UPC#:	*The product code to identify the item via barcode scanning.*

Remember: There can be other columns of information that the manufacturer may send to you. That is OKAY. As long as you have the main ones listed above in the attachment you are sending, then it will work well.

5) **After sending your email**, you can **expect** to **wait 24 to 36 hours** for the data formatting team to receive and format the catalog. After they are finished, they will email you back with the formatted catalog. **Please remember that you will still be responsible for importing the price list into RepTime and making sure the data is valid.** *RepTime does not import the files for our agencies. If there are any missing fields we will let you know immediately via email.*

6) Once you've imported the price list into RepTime successfully…you're ready to enter line-item orders!

This information will help streamline the process. Thank you for your cooperation.
Feel free to contact RepTime if you have any questions at 214-746-3671 or support@reptime.com.

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